

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
September 12, 1977 8:00 P.M.

- A. Call to order
- B. Roll call
- C. Written communication from visitors
- D. Recommended Actions
 - 1. Approval of minutes as submitted
 - 2. Personnel matters
 - 3. Approval of refund policy change
 - 4. Approval of SVC Affirmative Action Plan
 - 5. Approval of cooperative agreement with Highland
 - 6. Approval of supplement to cooperative agreement with Rock Valley
 - 7. Other items
- E. Old Business
 - 1. Report on two-week shutdown
 - 2. Report on negotiations
 - 3. Other items
- F. New Business
 - 1. Requested details on equipment for 1977-78 budget
 - 2. Interpretation of tuition waivers for dependents of out-of-district employees
 - 3. Other items
- G. President's Report
 - 1. Report from student trustee
 - 2. Fall enrollment report
 - 3. Part-time instructor's handbook
 - 4. Student recruitment/college promotion report
 - 5. Other items
- H. Time of next meeting
- I. Adjournment

bg
9-7-77

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

September 12, 1977

The Board of Trustees of Sauk Valley College met in regular meeting on September 12, 1977 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Coplan called the meeting to order at 8:00 p.m. and the following members answered roll call:

Kay Fisher	Lorna Keefer
Oscar Koenig	Ann Powers
Juanita Prescott	William Reigle
Ronald Coplan	Barb Pasada

Minutes: It was moved by Member Koenig and seconded by Member Keefer that the minutes of the August 22 meeting be approved as presented. Motion voted and carried.

Refund Policy: It was moved by Member Keefer and seconded by Member Pasada (Prescott) that the Board approve the attached Refund Policy as presented. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, Coplan, and Pasada. Nays-0. Motion carried.

Affirmative Action Plan: It was moved by Member Reigle and seconded by Member Keefer that the Board approve the 1976-77 Sauk Valley College Affirmative Action Plan currently on file in the President's Office, the Library, and the ASB Office. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, Coplan and Pasada. Nays-0. Motion carried.

Highland College Cooperative Agreement: It was moved by Member Koenig and seconded by Member Powers that the Board approve the attached cooperative agreement with Highland College for our Construction Technology Program. Motion voted and carried.

Supplement to Cooperative Agreement with Rock Valley College: It was moved by Member Reigle and seconded by Member Koenig that the Board approve the attached supplement to the cooperative agreement with Rock Valley College to include the Radiologic Technology Program. Motion voted and carried.

Two-Week Shutdown: President Cole presented the Board with the attached reports on the two-week shutdown and noted that these reports should be studied and re-considered when a decision on next year's budget plans are made sometime in January of 1978.

Negotiations: Chairman Coplan noted that negotiations would be discussed in executive session.

1977-78 Equipment Budget: The Board was presented with the attached list of equipment requested on the 1977-78 budget.

Questions were raised on the equipment which had already been ordered before the final budget had been approved. It was pointed out that this equipment was needed for classes which started August 30. The Board discussed the need for a policy on equipment purchases and asked the administration to submit recommendations.

In regard to the item of a Compactor listed on the maintenance equipment in the amount of \$4,200, the Board requested Dean Edison submit this item once again with the results of his findings on cost comparisons.

Tuition Waivers: Discussion was held on the fringe benefit of tuition waivers and the payment of out-of-district charges for employees and their dependents.

President's Report: Barb Pasada, student trustee, reported on the recent ASB meeting, the elections to be held October 5th and 6th, a proposed workshop for new officers and lay members, and invited the Board members to the Pow-Wow celebration to be held on Wednesday, September 21 from Noon to 8 p.m. President Cole reported that enrollment for Fall 1977 showed an increase in students but a decrease in credit hours. As of this date there are 3,170 students for 23,766 hours as compared to last year's figures of 2,876 students for 24,775 hours. He also reported on the Part-time Instructor's Handbook, student recruitment/college promotion, ICCTA meeting at Highland, and a news release on decreasing enrollment at Rock Valley College.

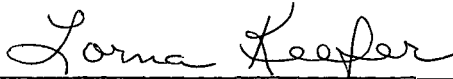
Executive Session: At 9:20 p.m. it was moved by Member Keefer and seconded by Member Prescott that the Board adjourn to executive session to discuss collective bargaining. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, Coplan and Pasada. Nays-0. Motion carried.

Regular Session: At 10:32 p.m. it was moved by Member Koenig and seconded by Member Reigle that the Board return to regular session. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, Coplan and Pasada. Nays-0. Motion carried.

Adjournment: Since there was no further business, it was moved by Member Fisher and seconded by Member Powers that the Board adjourn. The next regular meeting will be September 26 at 8:00 p.m. Motion voted and carried.

The meeting adjourned at 10:33 p.m.

Respectfully submitted:



Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 7, 1977

~~MEMORANDUM~~

SVC Board of Trustees

#P-6

4: Dr. George E. Cole *G. E. C.*
President

RE: AGENDA ITEM #D-6 - APPROVAL OF SUPPLEMENT TO COOPERATIVE
AGREEMENT WITH ROCK VALLEY COLLEGE

Last March the Board approved a cooperative agreement with Rock Valley College. The attached document is a supplement to this existing agreement for the purpose of including Radiologic Technology and requires Board approval so that it can be added to our previously approved agreement.

RECOMMENDATION:

The President recommends that the Board approve the attached supplement to the Joint Educational Agreement between Sauk Valley College and Rock Valley College, dated March 28, 1977, to include Radiologic Technology (Sauk Valley College the "Receiving" College, and Rock Valley College the "Sending" College).

GEC/bg
Enc.

SAUK VALLEY COLLEGE


RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 24, 1977

MORANDUM

: Dr. Cole

DM: Dr. Williams 

The attached is a Supplement to the Joint Educational Agreement between Sauk Valley College and Rock Valley College, dated March 28, 1977, to include Radiologic Technology (Sauk Valley College the "Receiving" College, and, Rock Valley College the "Sending" College).

This has been discussed between the institutions at length. I feel it will result in a very positive affect, by additional students and our access to possible new clinical sites.

lm
enc

SUPPLEMENT TO
A JOINT EDUCATION AGREEMENT
BETWEEN

SAUK VALLEY COLLEGE AND ROCK VALLEY COLLEGE

THIS AGREEMENT entered into this 12th day of September, 1977, and supplements the Agreement dated the 28th day of March, 1977.

Program included under this Supplement is:

BY: SAUK VALLEY COLLEGE (the Receiving College)

Radiologic Technology

WHEREAS, all other points set forth in the Agreement dated March 28, 1977 apply to and become a part of this Supplement.

IN WITNESS WHEREOF, the parties hereto have executed this Supplement in two (2) counterparts, each of which shall be deemed an original, as of the date and year first above written.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 506

BY: _____ Chairman of the Board

BY: _____ President

Attest: _____ Secretary to the Board

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 511

BY: _____ Chairman of the Board

BY: _____ President

Attest: _____ Secretary to the Board

Effective Date: August 22, 1977

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 7, 1977

MEMORANDUM

SVC Board of Trustees

10-5

TO: Dr. George E. Cole G. E. C.
President

RE: AGENDA ITEM #D-5 - APPROVAL OF COOPERATIVE AGREEMENT
WITH HIGHLAND COMMUNITY COLLEGE

We currently enjoy several cooperative agreements with Highland Community College. The attached recommendation from Dean Williams indicates that Highland is desirous of a cooperative agreement covering our construction technology program.

At the present time we have sufficient room in the daytime classes of this program to accommodate more students. It would be in the best interest of Sauk Valley College to implement this cooperative agreement.

RECOMMENDATION:

The President recommends that the Board approve the attached cooperative agreement with Highland Community College for our Construction Technology Program.

GEC/bg
Enc.

SAUK VALLEY COLLEGE


RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 23, 1977

MEMORANDUM

TO: Dr. Cole

FROM: Dr. Williams 

The attached letter from Dean Emerson at Highland proposes a Cooperative Agreement with Sauk for our Construction Technology Program.

I am pleased with this Agreement (copy attached), and recommend that the Board consider it for approval at its next regularly scheduled meeting.

Thanks for your cooperation.

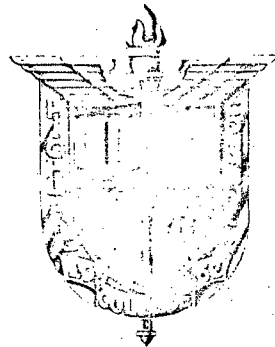
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HIGHLAND COMMUNITY COLLEGE

"Serving Northwestern Illinois"

ARL CITY ROAD
5/233-6121

FREEPORT, ILLINOIS 61032



August 15, 1977

Dr. Ronald Williams
Sauk Valley College
R.R. #1
Dixon, IL 61021

Dear Ron:

Because of the high degree of success that Highland has experienced with previous cooperative agreements with Sauk Valley College we are again proposing an agreement with Highland being the "sending" college and Sauk Valley being the "receiving" college." This agreement would be in the area of Construction Technology and would be for three years duration.

Please consider this agreement, and let me know your decision at your earliest convenience so it can be presented to our Board of Trustees.
Thanks, Ron.

Sincerely,

David E. Emerson
Dean of Instruction

DEE:s

RECEIVED
AUG 19 1977

Ofc of Dean of Career Education

A JOINT EDUCATION AGREEMENT
BETWEEN
HIGHLAND COMMUNITY COLLEGE AND SAUK VALLEY COLLEGE

THIS AGREEMENT is entered into this 29th day of August 1977,

by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 519, HIGHLAND COMMUNITY COLLEGE, a body politic and corporate, hereinafter referred to as the "Sending" college, and the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 506, SAUK VALLEY COLLEGE, a body politic and corporate, hereinafter referred to as the "Receiving" college, for the expressed purpose of providing additional education to the students of HIGHLAND COMMUNITY COLLEGE, specifically the programs Construction Technology and Building Construction, currently approved and offered by SAUK VALLEY COLLEGE.

WITNESSETH:

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties, and,

WHEREAS, the parties hereto believe this agreement should be one of the means of implementing the State of Illinois Master Plan - Phase III in accomplishing a viable method of cooperation between the Parties, hereto, and

WHEREAS, by means of this Agreement, the Parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment and personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the parties individually; and

WHEREAS, the Parties hereto believe that implementation of this Agreement holds great promise for further development of higher education in Illinois;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

1. INSTITUTIONAL IDENTIFICATION

For the purposes of the Agreement, the college district sending the students to another college will be referred to as the "Sending College", and the college receiving students from another college district will be referred to as the "Receiving

College".

2. TERMS OF AGREEMENT

Any educational program offered by the parties to this agreement shall be an approved program by the Illinois Community College Board at the "Receiving" college.

3. DURATION OF AGREEMENT

The administration of each of the parties hereto shall confer and agree upon an educational program to be subject to the terms of this Agreement prior to the beginning of such an instructional offering, and such initial Agreement shall be in force for a three year period. It shall be renewable upon written consent of all parties, with such notification affirmed at least Thirty (30) days prior to the termination date.

4. AMENDMENTS TO AGREEMENT

Amendments and/or revisions to this Agreement may be made at any time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original cooperative agreement.

5. TERMINATION OF AGREEMENT

In the event of termination, students who have entered an educational program shall be allowed to complete the program under the terms of this agreement.

6. CLASS SCHEDULES

Schedules of classes will be exchanged by the two colleges.

7. REGISTRATION

Students shall register at the "Receiving" college and shall be considered members of that district for the terms of their enrollments. A student is normally expected to take all courses at the "Receiving" college, however, at the student's request one or more courses may be taken at the "Sending" college. Upon successful completion courses taken at the "Sending" college would be acceptable for transfer to the

"Receiving" college for completion of the program.

8. ADDITIONAL EDUCATIONAL SERVICES

The "Receiving" college shall provide access to its Learning Resources Center and other instructional resources for students from the "Sending" college, equal to those provided for any other student at its campus.

The "Receiving" college shall also provide counseling-guidances and other services that will facilitate the learning process. Courses, seminars, workshops and in-service programs related to any educational program bound by this Agreement may be offered within the district confines of any "Receiving" or "Sending" college with the consent of that district. Said programs may be carried on singly by the "Sending" institution or jointly by both "Sending" and "Receiving" colleges.

9. STUDENT-RECOGNITION OF COMPLETION

The "Receiving" college shall maintain all admissions records, transcripts, and issue any and all degrees or certificates to the students completing the educational program.

10. SCHOLARSHIPS AND STUDENT ACTIVITIES

The "Receiving" college shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution as well as for military and Illinois State Commission Scholarships.

11. RECORDS

The "Receiving" college shall maintain appropriate records for students from the "Sending" college in accordance with standard procedures while that student is in attendance in the "Receiving" college and will provide copies of said records to the "Sending" college at the request of the student concerned.

12. PUBLICITY

Any educational program offered through this Agreement shall be duly publicized in the participating district catalog and other information brochures consistent with institutional policy or all other similar publicity.

13. IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

It shall be the responsibility of the "Sending" college to identify the terms of this Agreement to their students going to a "Receiving" college. Said students shall be responsible for all normal operating rules and conditions of the campus he is on at any given time.

14. REIMBURSEMENT

The "Receiving" college shall be eligible to file all claims for reimbursement for any student enrolled in their classes from a "Sending" college.

15. INSURANCE

Students at the "Receiving" college shall be covered by the terms of their liability insurance while on the premises of the "Receiving" college.

16. EMERGENCIES

In the event of an emergency:

(a) proper first aid practices should be employed by the "Receiving" college, and

(b) next-of-kin or designated individual shall be notified.

17. TRANSPORTATION

Students shall be responsible and liable for their own transportation to and from both "Sending" and "Receiving" colleges.

18. EDUCATIONAL CHARGES FOR SERVICES RENDERED

There will be no "charge back" to the "Sending" college. The college teaching a particular course shall count all students enrolled in that course as part of its own enrollment FTE for purpose of construction space support.

19. TUITION

All students enrolled under this agreement will pay tuition based on "in district" rates.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in two (2) counterparts, each of which shall be deemed an original, as of the date and year first above written.

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 519

BY: _____
Chairman of the Board

BY: _____
President, Highland Community College

ATTEST: _____
Secretary of the Board

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 506

BY: _____
Chairman of the Board

BY: _____
President, Sauk Valley College

ATTEST: _____
Secretary of the Board

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 7, 1977

ORANDUM

SVC Board of Trustees

1: Dr. George E. Cole
President

G.E.C.

9-3

RE: AGENDA ITEM #D-3 - APPROVAL OF REFUND POLICY CHANGE

After considerable discussions it is the opinion of the administration that the proposed refund policy change which was introduced at the August Board meeting should be approved with the understanding that it will go into effect at the beginning of the spring 1978 semester.

It is also recommended that the part of the policy which would allow 100% refunds until the first day of classes be the only part of the new policy implemented for the fall semester, 1977. This would alleviate any possible confusion regarding the refund policy as it was advertised to students last spring via the Student Services Committee.

RECOMMENDATION:

The President recommends that the Board approve the following refund policy change, with the new refund policy in its entirety to be implemented for the spring 1978 semester, with the exception that the part of the policy that would allow 100% refunds until the first day of classes be the only part of the new policy implemented for the fall semester, 1977.

REFUND POLICY

Regular Academic Year

100% - Until first day of classes

80% - First two weeks of classes

0% - Following this period

Summer Session

100% - Until first day of classes

80% - Through the first week

0% - Following this period

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 6, 1977

MEMORANDUM

TO: Dr. George E. Cole

FROM: John E. Sagmoe

SUBJECT: REFUND POLICY PROPOSAL

This is in regard to the proposed refund policy change which was introduced at the August Board meeting and is scheduled for Board action at the September 12 Board meeting.

In terms of implementation, it would be my recommendation that if passed, the total policy be implemented in the spring semester. It is also recommended that the part of the policy that would allow 100 per cent refunds until the first day of classes be the only part of the new policy implemented for the fall semester. This would alleviate any possible confusion regarding the refund policy as it was advertised to students last spring. It also takes care of the main concern that the Student Services Committee had about the current policy. In essence, it gives the current students the best features of both policies.

JES/vld

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 17, 1977

MEMORANDUM

SVC Board of Trustees

TO: Dr. George E. Cole G.E.C.
President

RE: AGENDA ITEM #F-1 - REFUND POLICY CHANGE

The attached memorandum from Dean Sagmoe summarizes the results of the Student Services Committee's recommendations on a new refund policy. It should be realized that this Student Services Committee was composed of students, faculty and administrators and that after a great deal of debate and discussion the following recommendations were made.

It was felt that the old policy penalized students who registered early and withdrew. This also placed an unnecessary administrative burden upon the college by having so many levels of refunds and an extended period of refund. The new policy is simple and straightforward and in the estimation of the Student Services Committee members more easily implemented.

It is designed to discourage students from entering limited enrollment classes and then dropping-out at a time when it is too late for someone else to fill the empty seat.

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 16, 1977

MORANDUM

: Dr. George E. Cole

DM: John E. Sagmoe

At the conclusion of the Spring 1977 Semester, the Student Services College Committee which consisted of faculty, students and administration completed their business for the year and forwarded the following revised refund policy with a recommendation that it be implemented for the Fall 1977 Semester.

REFUND POLICY

Regular Academic Year

100% - Until first day of classes

80% - First two weeks of classes

0% - Following this period

Summer Session

100% - Until first day of classes

80% - Through the first week

0% - Following this period

On behalf of the Student Services Committee, I would offer the following clarification. A significant number of the student body preregisters (in excess of 70 percent) for the fall and spring semesters. Under the old policy, students only received a 90 percent refund if they dropped classes during registration week. Thus, it was possible for a preregistered student to lose 10 percent of his tuition prior to beginning classes at Sauk Valley College.

The original refund policy had been in effect since 1966. In the early years of the college, no preregistration activities were conducted and the college experienced large numbers of students on registration day. It is now the practice of the college to provide preregistration services and offer more comprehensive counseling and advising services. This process enables students to make more realistic decisions over a longer period of time. Classes are also reserved for preregistered students.

Memo To: Dr. George E. Cole
August 16, 1977
Page #2

It was the general feeling of the committee that the original policy discriminated against preregistered students.

In view of the fact that this policy was reviewed in depth by faculty, students and administration, and since it does reflect a change in policy, I would suggest that this be submitted to the Board for approval, effective the Fall 1977 Semester.

JES/vld
Enclosures

MINUTES OF STUDENT SERVICES COMMITTEE MEETING
SAUK VALLEY COLLEGE - MARCH 9, 1977

The Student Services Committee met at 12:00 NOON on Wednesday, March 9, 1977, in Room 2K2. The meeting was called to order at 12:05 PM by Chuck Walrath, Chairman.

Members present: Claire Buschmann Chuck Walrath
Wayne Holland Mack Warren
Dick Holtam Dave Youker
Janet Kime
Ron Marlier
John Sagmoe

Members absent: Claire Holmberg Morris Cornstubble(student)
Irene Mitchell Joe Davis(student)
Irv Parke Mike Gray(student)
Mike Seguin Eric Johnson(student)
Dave Hooks(student)

Others in Attendance: Dr. George E. Cole, President
Harriet Hastings, Registrar
Robert Edison, Dean of Business Services

1. Much discussion took place regarding the new suggested refund policy which was passed last meeting. Most of the activity centered around the "candor" of Mr. Holland on the subject.

A motion by Mr. Holland to enforce that the refund policy for 80% start the first official day of classes, rather than the student's first day of class. Discussion followed, then a vote of 6-YES, and 2-NO.

2. Discussion about delayed payment policy-- Mr. Marlier was asked to prepare a written rationale for the next meeting to support his feelings for a delayed payment policy.

ADJOURNMENT: The meeting was adjourned at 1:05 PM.

Respectfully submitted,

Mack Warren
Acting Secretary

MINUTES OF STUDENT SERVICES COMMITTEE MEETING
SAUK VALLEY COLLEGE - FEBRUARY 2, 1977

The Student Services Committee met at 12:00 Noon on Tuesday, February 2, 1977 in Room 2K2. The meeting was called to order at 12:05 p.m. by Chuck Walrath, Chairman.

Members present: Claire Buschmann Chuck Walrath
Wayne Holland Mack Warren
Claire Holmberg Morris Cornstubble(student)
Dick Holtam Joe Davis(student)
Ron Marlier Mike Grey(student)
John Sagmoe Eric Johnson(student)
Mike Seguin

Members absent: Janet Kime
Irene Mitchell
Irv Parke
Dave Youker
Dave Hooks(student)

Others in Attendance: Robert Edison, Dean of Business Services
Harriet Hastings, Registrar

1. Dave Hooks and Eric Johnson are the two new student members replacing Liz Mammen and Jeff Davison.
2. Action on Permanent Secretary - Tabled:
Acting Secretary, Mike Grey

OLD BUSINESS:

3. Student Review Board - Getting a list of students from Loran Eatman, ASB President for the Student Review Board: Tabled.
4. Refund Policy - It was stated by Harriet Hastings that the Refund Policy had not been changed since the beginning of the institution. It was suggested that this was the reason for some of the problems incurred.

It was also stated that policies are made to be used, too many exceptions would endanger the policy.

Motion made by Wayne Holland that the Student Services Committee would like to see the policy as:

Regular Semesters

- 100% - Until regular registration
- 90% - During registration
- 80% - During the Add-Drop period
- 0% - Following this period

This motion was seconded by Mike Grey. Motion defeated.

Then another motion was made by Wayne Holland that we state the policy as follows:

Regular Semesters

- 100% - Until first day of classes
- 80% - First two weeks
- 0% - Following this period

This motion was seconded by Claire Holmberg. Motion passed - 9-2.

Motion was made by Ron Marlier to state Summer school policy to read:

- 100% - Until first day of classes
- 80% - Through the first week
- 0% - Following this period

This motion was seconded by Wayne Holland. The motion passed 8-2, with one abstention.

5. Suggested for next meeting's agenda -

- A) Payment deadlines for pre-registration
- B) Delayed payment policy
- C) Ask for representatives from Business Ofc., Registrar, Data Processing Center, and Student Services to attend next meeting.

ADJOURNMENT:

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Mike Grey
Acting Secretary

ORIGINAL REFUND POLICY

REGULAR ACADEMIC YEAR

Period during which classes
are officially dropped
during a regular semester

Percentage of Tuition Refunded

Registration week	90%
First week of classes	80%
Second week of classes	60%
Third week of classes	40%
Fourth week of classes	20%
Fifth week of classes or later	NONE

SUMMER SESSION

Registration week	90%
First week of classes	75%
Second week of classes	50%
Third week of classes or later	NONE

February 2, 1977

MEMORANDUM

TO: Student Services Committee
FROM: John Sagmoe
SUBJECT: SUMMARY OF AREA COMMUNITY COLLEGE REFUND POLICIES

Rock Valley Community College -

100% Refund - First 12 calendar days
No Refund After

Blackhawk Community College -

100% Refund - Until first day of class
80% Refund - First two weeks
No Refund After

Highland Community College -

100% Refund - First two weeks
No Refund After

Kishwaukee Community College -

80% Refund - First week
60% Refund - Second week
40% Refund - Third week
No Refund After

Sauk Valley College -

90% Refund - Registration week
80% Refund - First week of classes
60% Refund - Second week of classes
40% Refund - Third week of classes
20% Refund - Fourth week of classes
No Refund After

JES/vld

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 7, 1977

ORANDUM

SVC Board of Trustees

st J-4

Dr. George E. Cole
President

G.E.C.

RE: AGENDA ITEM #D-4 - APPROVAL OF SVC AFFIRMATIVE ACTION PLAN

The Sauk Valley College Affirmative Action Plan was distributed at our last meeting on August 22, 1977. We would like formal approval of the Plan so that we might distribute it in the required manner.

RECOMMENDATION:

The President recommends that the Board approve The Sauk Valley College Affirmative Action Plan (1976-1977).

GEC/bg

September 14, 1977

MEMORANDUM

TO: Employees and Students of Sauk Valley College

FROM: Dr. George E. Cole

RE: AFFIRMATIVE ACTION POLICY

This will serve to reiterate the commitment of the Board of Trustees of Sauk Valley College, and my personal commitment as President of Sauk Valley College, to an effective policy of non-discrimination and equal opportunity in all employee and student actions, which includes, but is not limited to:

1. Recruiting, hiring, training and promoting persons in all job classifications without regard to race, color, religion, sex, age or national origin, except where sex is a bona fide occupational qualification.
2. Basing decisions on employment so as to further the principle of equal employment opportunity.
3. Insuring that promotional decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. Insuring that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, institutionally sponsored training, education, tuition assistance, social and recreation programs will be administered without regard to race, color, religion, sex, age, or national origin.
5. Insuring equal opportunity and non-discrimination in all areas of student life, including, but not limited to admissions, recruitment, counseling, extra-curricular activities, financial aid, and measures of academic achievement.

Equal opportunity is not only a legal and social necessity; it is a fundamental institutional policy which will be carried out through implementation of the Affirmative Action Plan (AAP). It applies equally to both employees and students of Sauk Valley College.

Memo to: Employees and Students of SVC
September 14, 1977
Page #2

As President, I have been charged by the Board of Trustees with responsibility for implementation of the AAP. I have delegated to the Affirmative Action Officer (Donald Foster) authority to assure that all members of the college community meet their obligations under the AAP. All personnel share in this responsibility for implementation of the AAP and will be assigned specific tasks. Performance of AAP duties will be evaluated as is performance of other tasks.

Your cooperation and support in AAP efforts is essential in assuring equal opportunities at this institution; successful performance will provide positive benefits to the College through fuller utilization and development of previously under-utilized human resources; and that is what Affirmative Action for us is all about.

Any SVC staff member interested in securing a copy of the Sauk Valley College Affirmative Action Plan may do so by contacting Barb Graff in the President's Office. Interested students may obtain a copy from the ASB office. Additional copies are also on display in the College library.

GEC/bg

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 7, 1977

~~MEMO~~ MEMORANDUM

#E-1

SVC Board of Trustees

TO: Dr. George E. Cole *G.E.C.*
President

RE: AGENDA ITEM #E-1 - REPORT ON TWO-WEEK SHUTDOWN

INTRODUCTION

The information from this report was gathered through individual reports from the Deans and their subordinates along with a questionnaire that was mailed to each individual who participated in the two-week shutdown.

It is apparent from the attached documents that more complete reports will be forthcoming at a later date. It will be necessary, for example, to do a detailed analysis of last year's summer school and what implications this has for our next summer school. The Deans plan to collect information from those instructors who taught this summer and prepare an instructional schedule for next summer which addresses some of the problems we encountered.

It will not be possible to provide a detailed analysis of the utility savings until we receive our next billing for gas and electricity. The preliminary report indicates that the savings has been considerable.

PROBLEMS RELATED TO PHYSICAL PLANT AS A RESULT OF TWO-WEEK SHUTDOWN

In anticipation of the two-week shutdown and the normally not, dry weather which characterizes this part of Illinois during July and August, chemicals and other perishable materials were transported from the laboratories and stored in the basement area. In addition, certain sensitive computer tapes, etc., were removed from the building and stored elsewhere. To provide a record of the temperature within the building and how it compared to external temperatures, three temperature recording instruments were situated in the building. The continuous graphs of temperatures indicates that although the outside temperature fluctuated from the low 50's to the high 90's, that the inside temperatures remained fairly consistent at the 75 and 80 degree range. We were not able to measure the humidity, although this should be possible in the future.

It became apparent, however, that during the down period a rather unusual temperature and weather condition prevailed. An unusual amount of rainfall and overcast skies caused the temperature to be lower than normal and stimulated unprecedented growth of the grass.

The overcast skies, lower temperatures and rainfall represented a mixed blessing. It probably resulted in the building being cooler than it would have been had normal weather conditions prevailed and it also caused unanticipated grass growth. The rainy conditions prevailed after our return, making it difficult to cut the grass and did cause some problems, as is indicated in Dean Edison's report.

In general, however, I do not feel that the problems were insurmountable.

UTILITY SAVINGS

Preliminary data indicates that the utility savings would probably range between \$500 and \$1,000 per day, or approximately in the \$10,000 to \$15,000 range for the entire down period. A detailed analysis of this will be provided when the next utility bills are received.

IMPLICATIONS FOR NORMAL WORK COMPLETION

In anticipation of the two week down period, most administrators applied themselves in an unusually vigorous manner and were able to complete detailed reports, such as the RAMP report, etc., before the required deadlines. This left most of the offices free for unhampered action when we returned from the down period. We were able to accomplish a great deal in a short while in the registration process.

Some tension was reflected with the auditors being present during the registration period and in the future I would suggest that we try to schedule the auditors' appearance at a time which does not conflict with the normal busy period of registration. Particular problems were apparently encountered in the financial aid area where the normal late arrival of students seeking financial aid was exaggerated by the two-week shutdown and caused an unusual backlog of work in that area.

There is also some indication that it did cause some hardship in the business office and some delay in completing the year-end report, although I feel careful planning in both the financial aid office and the business office could alleviate this problem partially in the future.

GENERAL REACTION OF STAFF

The comments that were received by me personally and those comments which are written in the short questionnaire which was distributed, indicates that two out of three of the individuals responding felt that the two-week shutdown was a good idea. Several individuals commented that for the first time since they had been working at Sauk, they were able to take off a full two weeks without worrying about their job. It was my personal observation that most people enjoyed the two week's vacation and came back to work in a very relaxed, refreshed condition, which despite the problems, made registration one of the easiest and smoothest in the history of Sauk Valley College.

Recommendations and plans for future shutdowns will have to be considered at a later date, although preliminary information indicates that:

- 1) The shutdown was a good idea which was received in a positive manner by the majority of the staff.
- 2) Although it caused some problems in some areas, these problems can be resolved by more detailed planning.
- 3) It may have had a negative experience upon the enrollment, although there are many staff members who feel this is not true.
- 4) It is unfortunate that the reduction of summer school pay was associated with the two-week down period and the Deans are convinced that proper scheduling and planning can provide a wide range of instructional opportunities next summer, ranging from four-week experimental sessions to full eight-week sessions and that if this information is distributed early in the spring semester those teachers who wish to teach in the summer should be able to fill their classes both through personal contacts with students and through our normal information distribution system.

A decision as to whether or not we intend to do this again next year will probably have to be made sometime in January of 1978.

The actual dollars saved must involve the amount of money which would normally have been given for raises and which was not. According to the raises given to administrators and support and clerical staff last year, this was approximately \$50,000. In addition, there will be some utilities savings. A conservative estimate of this would place it in the \$10,000 to \$15,000 range. A tentative estimate of the dollars actually saved or the budgetary impact of this down period will probably be about \$60,000 less expended than would normally had been expended had we been open for that period of time and provided staff with normal raises. A decision as to whether or not we should do this again must be considered in the context of preparing the 1978-79 budget.

GEC/bg
Enc.

DATE 9-2-77

-MEMORANDUM

MEMBERS OF THE ADMINISTRATIVE COUNCIL

-M: Robert Edison

*Bob*RESPONSE TO DR. COLE'S MEMORANDUM OF AUGUST 23, 1977.

In response to the memo as noted above I would like to indicate that I have nothing but the highest regard for the conduct and the yeoman services which have been demonstrated by the building staff, both before and subsequent to the shutdown period. In direct response to the four (4) issues raised I would submit the following:

- 1) The three recording thermometers which were furnished by Charles Harper at Dean Bunch's request, and the locations designated by Mr. Harper in the chemistry lab, the chemistry lab storage area, and the earth science lab, have been treated as follows:

The units were new purchases and Mr. Welch took it upon himself to calibrate these units against a mercury thermometer and to check the clock motor drive unit for the correct timing advancement of the charts. During the two-week period the charts were changed twice and pen inked by the maintenance department staff.

On August 8th, which was the day the building reopened, Dean Bunch called Mr. Welch and inquired about the temperature charts recorded during the shutdown. Mr. Welch told him that they needed to be labeled before they could be interpreted and that the highest room temperature recorded was approximately 81° F and not 140° F which had apparently been projected by someone unknown to me or Mr. Welch.

Dean Bunch was the only person that contacted Mr. Welch about the charts and there was no mention of any urgency, nor who was to receive the charts. The charts have since been sent to President Cole.

- 2) I would like to comment that it is most difficult to cut wet grass and that we have never utilized mechanical equipment outside while it is actually raining. Most certainly this community has had more than its share of rain since July 25th.

Other than when it was actually raining our mowers have been out every day since August 8th and we have even reverted to the utilization of hand mowers in some large areas in our attempts to catch up. It goes without saying that to mow when wet is extremely hard on the mowing equipment and to utilize hand mowers for large areas will result in their being worn out at a much faster rate.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 9-2-77

MEMORANDUM

MEMBERS OF THE ADMINISTRATIVE COUNCIL

TO: Robert Edison

Page #2

The land area of the Sauk Valley College campus was in perfect, or near perfect, condition when the building was closed down the late afternoon of July 22, 1977. Since August 8th a vast majority of the campus has been mowed twice and in some cases three times. In addition there has been a good deal of hand raking for what is literally "hay" which was required before a second mowing could occur. This condition still exists and we have attempted, and are still attempting, to rent a hay rake.

The only section of this campus which had not been mowed in approximately four weeks, or the period of time from July 25th to August 22nd, is the unseeded, weedy, and the sandy area immediately east of the building and the hazardous hill weeds adjacent to the river bank southwest of the school building. These areas were mowed 8/24/77.

The grass was also so high when we reopened that the gang reel mower could not be utilized and, therefore, all mowing had to be done with the rotary mowers due to both the height and dampness of the grass.

- 3) I am enclosing herein the actual gas bill and the electrical bill for the period indicated in accordance with the invoice from the respective companies. Inasmuch as the college closed on July 22nd and reopened on August 8, 1977, with utilities having been tested and started on Sunday, August 7, 1977, it would be impossible to compare kilowatt hours or therms for the down-period of itself. The period for last year is normally by month and not by days or weeks, etc. The invoice from the gas company currently goes to 7-25-77, which would have involved only a small portion of the down-period, and the invoice from the electrical company goes to 7-28-77 and would also involve only a small portion of the down-period. The invoices for the forthcoming month will involve the remainder of the down-time.

Gas bill from 6-25-76
to 8-3-76 computed as follows:

Purchased Gas Adj.

59,848.9 therms @ \$2.26/1000	\$1,352.58
59,848.9 therms @ 11.4¢ avg.	6,807.29
State Tax	163.20
TOTAL	<u>\$8,323.07</u>

Gas bill from 6-24-77
to 7-25-77 computed as follows:

Purchased Gas Adj.

43,117.8 therms @ \$1.63/1000	\$ 702.82
43,117.8 therms @ 15.8¢ avg.	6,831.36
State Tax	150.68
TOTAL	<u>\$7,684.86</u>

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 9-2-77

MORANDUM

MEMBERS OF THE ADMINISTRATIVE COUNCIL

TO: Robert Edison

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Electric bill from 6-25-76
to 7-27-76 computed as follows:

Electric bill from 6-28-77
to 7-28-77 computed as follows:

Purchased Fuel Adj.

336,060 kwh @ \$6.89/1000	\$2,315.45
336,060 kwh @ 1.3¢ avg.	4,367.59
Demand 925.4 kw	2,613.22
Rental	94.70
State Tax	187.82
TOTAL	\$9,578.78

Purchased Fuel Adj.

251,840 kwh @ \$6.91/1000	\$1,740.21
251,840 kwh @ 1.35¢ avg.	3,407.48
Demand 863.2 kw	2,389.30
Rental	94.70
State Tax	152.63
TOTAL	\$7,784.32

The foregoing data could also be extremely misleading insofar as actual affect of closing since the dates and readings for the down-period alone are not available. For example, the readings for the prior months indicate that we have substantially reduced the kilowatt hours through the air handling units with the kilowatt hour utilization having been as follows:

	<u>1975-76</u>	<u>1976-77</u>
January	349,500	331,960
February	406,160	381,280
March	357,680	304,380
April	306,880	269,740
May	303,620	293,160
June	271,680	259,280

With a reduction in the kilowatt hour utilization it also follows that we would have used less gas than would have been absorbed by the full operation of the air handling units.

- 4) Some of the problems of the maintenance department which were created by the shutdown are: (1) approximately 56 weeks of working time were lost; (2) a relief man from the maintenance crew must now be pulled off maintenance to fill in the time required for the extra vacation to be received by the four stationary engineers that worked during the shutdown; (3) the three well pumps lost their prime several times during the inactivity and became air-bound. This created excessive wear on two of the pump seals; (4) the additional moving, storage and returning of various slides, films, A-V tapes, and chemicals, for which movement was required and then returned to different departments; (5) there were 27 entries into the building by different

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 9-2-77

~~M~~MORANDUM

MEMBERS OF THE ADMINISTRATIVE COUNCIL

TO: Robert Edison

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people when virtually none were expected. Twenty-one (21) of these entries were by faculty and staff members and six of these entries were made by the staffs of ARA and Servomation; (6) incoming mail was searched for the first few days in order to locate a needed package for the drama department and to locate the brief case lost by Mr. Meredith and returned by mail; (7) two men worked four hours each on August 7th, turning on, testing, and checking the performance of the equipment so that it could be safely utilized in the early morning of August 8th.

RE:fsb



NORTHERN ILLINOIS GAS
P.O. Box 632 Aurora, Illinois 60507

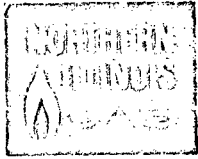
RETURN THIS COUPON WITH PAYMENT.
PLEASE ALLOW 5 DAYS FOR MAIL AND HANDLING.

08 05 68 1430 7 0007684863 0007684863 0

SAUK VALLEY COLLEGE C/O ROBT EDISON
RURAL RTE 1
DIXON IL 61021

PAST DUE AFTER 09/12/77 \$7,684.86

CURRENT READING *		PREVIOUS READING *		PRESS. RE FACTOR *		100 CU. FT.		BTU*		THERMS		RATE	
9566		9149		XCOMP		41700		X1034		4311780		15	
AT:SS RT2													
DAYS OF SERVICE		FROM		TO		DATE OF ISSUE		YOUR ACCOUNT NUMBER					
3106/24		07/25		07/27		805681430							
PGA*		MUNICIPAL CONSUMER TAX		DUE TO MUNICIPAL UTILITY TAX		DUE TO STATE UTILITY TAX							
163						15068							
RECEIVED AUG 8 1977													
PAST DUE AFTER 09/12/77 \$7,684.86													
* SEE OTHER SIDE FOR EXPLANATION CUSTOMER COPY KEEP THIS FOR YOUR RECORD													



GENERAL OFFICE
EAST-WEST TOLLWAY AT ROUTE 59
POST OFFICE BOX 632
AURORA, ILLINOIS 60507

GAS SERVICE BILL

SERVICE DATES		Past Due After
FROM	TO	
6-25-76	8-03-76	10-02-76
RATE	RIDER(S)	P.G.A. (IN HUNDRETHS OF A CENT PER THERM)
15	5	226

RTE 30 WEST

SAUK VALLEY COLLEGE
% ROBERT EDISON
RURAL RTE 1
DIXON IL 61021

8-05-68-9500

CONSUMPTION DATA

METER NUMBER	METER READINGS		DISPL. FACTOR	TEMP. FACTOR	PRESS. FACTOR	SUPERCOMP FACTOR	BTU (THERMS PER 100 CF)	THERMS
	PRESENT	PREVIOUS						
160094	108226							59,848.92#
2456090	2456090							0.00
								59,848.92

Veeder Counter Used for Billing
Ø Combined Correction Factor

CHARGES

	GROSS	NET
Commodity		8,159.87
Demand		
High Pressure Service		
TOTAL		
Due to Municipal Tax		
Due to State Tax		163.20
TOTAL CHARGES		8,323.07

RECEIVED AUG 18 1976



Commonwealth Edison

Post Office Box 784

Chicago, Illinois 60690

ELECTRIC SERVICE BILL

ACCOUNT NUMBER
LD 44662
E C
E, 7

SAUK VALLEY COLLEGE 261-084-A7
RFD 1
DIXON ILLINOIS

TOTAL BILL
\$ 9578.78
PAST DUE
AFTER 7-27-76

SERVICE
TO
7-27-76

PLEASE RETURN ENCLOSED CARD WITH PAYMENT

MONTHLY CUSTOMER CHARGE	\$	6.78
DEMAND CHARGE - 925.4 KW		2521.44
ENERGY CHARGE - 336060 KWHRS	#	6583.04
RENTAL		94.20
STATE TAX ADDITION - 2%		187.82

TOTAL BILL \$ 9578.78

METER READINGS AND OTHER INFORMATION

DEMAND DATA			ENERGY DATA				
RDG	MULT	KILOWATT DEMAND	METER NUMBER	READINGS	DIFF	MULT	KWHRS
	BY			PREV	PRES	BY	
GENERAL SERVICE							
34	1.44	491.5	6323447	6375	7109	734	240
0	.24	57.4	6323447	3875	8753	678	40
34	.36	167.9	6326705	2744	3654	910	60
0	1.44	352.8	6326680	1691	1218	527	240
TOTAL		1069.6					384360
SUBSTRACTIVE METERS							
0	.36	138.2	6320275	2956	3321	365	120
67	.36	6.0	6379584	2745	2820	75	60
AL SUBSTRACTIVE		144.2					48300
TOTAL KW		925.4				TOTAL KWHRS	336060

REFLECTS FUEL ADDITION OF .689 CENT PER KILOWATTHEUR

RECEIVED AUG 5 1976



Commonwealth Edison

Post Office Box 784

Chicago, Illinois 60600

EDISON SERVICE BUREAU

UNIT NUMBER SAUK VALLEY COLLEGE 44-154-A-1
 9 ID 44662 RFD 1
 20 0 DIXON ILLINOIS
 R 6, 7

RECEIVED JUL 19 1977

TOTAL BILL
 \$ 7784.32
 PAST DUE
 AFTER 5 - 2-77

R SERVICE
 10 TO
 10 7-28-77

PLEASE RETURN ENCLOSED CARD WITH PAYMENT

MONTHLY CUSTOMER CHARGE	\$	1.78
DEMAND CHARGE - 22.12 KW		2367.52
ENERGY CHARGE - 25624 KWHRS	#	5307.60
RENTAL		91.70
STATE TAX ADDITION - 24		152.63
TOTAL BILL	\$	7784.32

METER READINGS AND OTHER INFORMATION

DEMAND DATA			ENERGY DATA				
AND RDG	MULT	KILOWATT DEMAND	METER NUMBER	READINGS	DIFF	MULT	KWHRS
	BY			PREV	PRES	BY	
GENERAL SERVICE							
7.34	1.44	473.4	6323447	5346	5715	55-1	240
2.34	.24	55.4	6323441	5541	7163	173	40
3.67	.36	177.6	6323715	5563	7431	775	50
0.67	1.44	543.4	6323800	5730	7136	168	240
SUB TOTAL		1147.8					
SUBTRACTIVE METERS							
2.34	.36	144.8	6323875	5463	5754	311	120
5.67	.36	5.2	6323880	5015	5113	108	50
TOTAL SUBTRACTIVE		150.0					
TOTAL KW		865.2				TOTAL KWHRS	251840

REFLECTS FUEL ADDITION OF .593 CENT PER KILOWATT HOUR

SUMMARY OF QUESTIONNAIRE
REGARDING TWC-WEEK SHUTDOWN

- 31 People - I think the college shutdown for a two-week period during the summer was a good idea.
- 17 People - I do not think the college shutdown for a two-week period during the summer was a good idea.
- 10 People - I think a college shutdown for a longer period during the summer would be a good idea.
- 2 People - Returned questionnaire with comments but did not check any preference.
- 30 People - Did not return questionnaire.

COMMENTS:

1. I enjoyed the two weeks off, however, there are those who don't make as much and would probably rather have a raise in money rather than in time off.
2. I thought the two-week period for the closing of the college was a good idea, but it has been impossible to complete the assigned work in the workroom with the same number of employees that was employed eight years ago. My retirement fund would be increased if we had been granted a raise on a merit system.
3. Closing in the summer makes it very difficult to complete the regular work in the Registrar's Office. Also makes it difficult to take vacations - always a problem in this office.
4. The shutdown was initiated and publicized under adverse and negative circumstances. It is my opinion that these circumstances resulted in unnecessary institutional ill will from the public, the students and the staff.
5. Everyone had a better attitude after the two-week shutdown. The shutdown also forced the staff to complete their tasks prior to the shutdown instead of waiting to the last minute.
6. I would like to know how much money was actually saved in operating costs. Of course, the two-week period off was enjoyed, but I would not want it in lieu of a raise every year.
7. I feel that the part-time help should get some sort of a raise if we continue to have the college shutdowns. There is no incentive for part-time people, because we get no pay for those days off.
8. The college could be shutdown in May, between the end of spring semester and before the beginning of summer semester. I would be concerned about having enough paid vacation days if the college would be closed for two weeks again (end of July). I would like to make sure that the college shutdown equals our 24 paid vacation days (not docked pay!).

9. I personally enjoyed the added "holiday" but hopefully, if this is donw again, more thought would be needed to facilitate the handling of our work (without RUSH) in order to meet end of fiscal year demands. Otherwise, I thought it was great. Also, I am happily looking forward to the closing over the holiday at Christmas, this has been too long in coming and haven't talked to anyone who isn't glad this decision was made.
0. Being a wife and mother I appreciated the time off at a time when the other family members were working, etc., and I could do little jobs at home and do a few fun things for myself. The only drawback and it's strictly personal, is my husband cannot take any vacation time in August nor in December, so I still need time off to accompany him -- he has four weeks vacation. I do not mind taking the time off without pay, so if that's okay with the college, it's okay with me. I realize other women may not be in that position but for me it's fine. We were extremely busy for three weeks, but it worked out okay. A longer shutdown would be too much overload of work to reasonably be able to catch up with.
1. If the two-week shutdown was to save energy and money, I suppose the school saved a little on operating expenses which is good for the school! But on the other hand if it was to be our raise it doesn't cover cost of living increase for the year. I would hate to lose the two weeks off with pay in lieu of a raise for next year.
2. The shutdown for two weeks may have saved some money for the college, but did the college benefit that much. I would like to see a pay raise, or a cost of living raise. Also, I would hate to lose the two weeks off with pay in lieu of a raise for next year.
13. I do not think that the two week shutdown period gives the maintenance crew enough time to get the school ready for the opening day. Plus I don't think the two weeks off compensate us for the cost of living raise that we needed.
14. In all fairness, there should be 100% participation -- faculty, staff and administration.
15. It might cause other hassels, but how about closing before summer school, if the savings warrant any closing. Being closed caused auditors to be in the business office, registrar and financial aid at the most ridiculous time possible -- the beginning of school.
16. Very positive action. The shutdown did not interfere with my program and I feel the institutional savings will significantly enhance the total operation.
17. I do not think the two week shutdown was a good idea to conserve money. Conservation must be a day-by-day play all year long. You cannot hope to bring students in when the college is closed. As a worker at the college I would hate to lose my two weeks summer shutdown in lieu of a raise, but I think better negotiations can be accomplished this coming year because closing the school doesn't put food on my table.

3. Positive comments: It was refreshing to get away for two weeks -- everyone looked so rested upon return -- it probably had far-reaching, positive results in taking up the work load beginning August 8. I for one, want to thank the Administrators and Board for this consideration of us, and the effort involved in arranging this interim. I've worked 37 years and have never had more than two weeks vacation. Negative: Continuing this or expanding it would be something I'd have many questions and reservations about. My circumstances warrant continuity of pay--twice each month in full. I could not handle interims without pay--being a single person living on a secretary's-scale-income. This would be something in future planning I'd want to be informed in advance about. And too, I'd like to think I'd be eligible for a raise next year, were the same stipulations to prevail another year in connection with a shutdown. Again, thanks -- it was really great in many, many ways.
9. Vacation time with everyone else gone is a real vacation in that others aren't busy piling up work for you in your absence.
0. If we could have a shutdown with a little increase in yearly salary that would be fine. The time is nice but money means more.
1. I enjoyed the two-week shutdown this summer as I was able to spend time with my kids. On the other hand, I would have preferred a raise to the shutdown. I think a raise is more beneficial to people these days, especially with the high cost of living. It also serves as an incentive to perform your duties better. There are a lot of aspects to be considered.
2. If there was a considerable saving in the utility bill. I do not think it should be done in lieu of salary raises for the staff.
23. If it saved on utilities. Most of my faculty were not around during the shutdown. Handling the mail on return was a chore. One way to get a break from work with no phone calls - two weeks I could enjoy because I knew I couldn't get caught up - so no sense in worrying about it.
24. I enjoyed the two week paid vacation. I also look forward to the annual raise. If given my choice I would prefer the annual raise.
25. I do not believe that a multimillion dollar facility totally inactive is using taxpayer's money to the best advantage. There must be some use to which this facility can be functional 12 months of the year and provide revenue to offset energy expenses, and whatever other advantages may have resulted.
26. A report should be made for the administrative council and the Board comparing the utilities consumed and costs from the summer of 1976. If substantial savings are not found, summer school should be reviewed with the anticipation of increasing summer school enrollment by offering different schedule modules.

5. The shutdown provided a standard vacation time for all rather than staggered vacations and staggering services due to inadequate power. Thus, when we were open this summer we were closer to full service. Nobody returned to a desk piled full of interoffice memos. Another plus was the energy savings whose anticipation precipitated the shutdown in the first place. As far as timing goes, counseling and financial aids would be hurt less from an early June shutdown. The early summer school date probably hurt our summer school enrollment of graduating seniors who were graduating the week before. May and August are big registration months and we need the time to advise students properly so they get into the appropriate classes and stay at SVC. From the point of summer school for me the two weeks off gave me a chance to catch up on my course and earn 3 more credits.
7. This created a problem of awards being delayed for the students and other reports being delayed. This time period is prime time for the office.
8. It's hard to judge the value of this shutdown since I have not seen any figures on savings for utilities, salaries, etc. I think you ought to include the savings from no raises for staff and administrators as part of your report. I would have preferred a raise since the vacation benefits for administrators are already generous.
9. I would not like, however, to have my salary frozen each year.
30. From the standpoint of energy saving, I think closing was alright except for the good of the steam, water, and vacuum equipment. Also the grounds need attention during this time. As for using the time as a wage increase; economics will show that the employees took a cut in net income, due to inflation. Our standard of living definitely dropped.
31. I enjoyed the vacation, but I don't see where the college gained. We still had to catch up on the work where we left off, and I can't see how they saved anything. Powerwise we saved by shutting down, but lost by keeping the college open after 5 p.m. the last several weeks. I feel also that the rest of the faculty should share the same as the staff in wage cuts and etc. It cost us just as much to live as it does them.
32. I feel the shutdown was a good idea except for the timing. Relative to financial aid, it occurred at my peak period of awards and application periods. It also occurred at prime payment time for pre-registration. Because of the backlog, no awards had been made. No awards = no disbursement of funds. Also, requiring offices to work 12 hours a day the two weeks after our shutdown is not fair and equal treatment since all administrative offices did not have to remain open. Therefore, did we really gain anything except the fact we had to work increased hours to make up for being off two weeks. The shutdown at that time put my office at least three weeks behind and I'm having a difficult time catching up. Also, I feel it had a damaging effect on student enrollment - less applications and less time to pay fees.

3. In addition to the economic advantages of closing the entire college, there was a specific advantage of having all of the paper work stop during my vacation time period. Of course, there was mail from the outside, but all of the internal correspondence was stopped at the same time. It was also a distinct advantage knowing that if I did want to drop into the office during vacation that it was impossible because the building was closed.
4. Whether anyone wants to admit it or not I believe we saved money and it was well worth any inconvenience it may have caused some people. It was good for everyone mentally and physically to be away from here for two weeks and not have the work pile up while they were gone. If everyone would organize themselves and their work this could be done every summer without hardship. The public also took this to be an honest effort by the college to conserve energy and taxpayers money - and the idea of us not getting a raise pleased them and indicated we were trying to cut costs. We have personal friends in business management positions, working at the mill, etc. and the consensus I got from them was that they thought it was a good idea. (I always managed to bring this up cause I wanted people to be aware of what we were doing.) I guess you know I am in total support of this concept and would like to thank the administration once again for their efforts in getting us these shutdowns.
5. Allow differential time period for lab courses. For example, BIO 105 could start one week early and end one week after the regular summer school. This would not interfere with the two-week shutdown.
6. I appreciated the extra time off in the summer and thought it was great! It posed no problems in the mail room.
7. My office was not affected in any way by the shutdown.
8. It is hard to take off two weeks in a row here in the library, so when the period of closing down was brought up I was all for it. However, I would hate to think that every year we would close instead of having our yearly raise.
9. I appreciate the two weeks off and your effort of cutting maintenance costs. I do think a longer period of time would be a handicap to our department in preparing the school for fall opening with staff vacations periods usually planned for summer with their families. I also think this effort should be shared throughout the whole school system because living costs is everybody's problem.
40. I feel the net result of the shutdown can be measured in the positive effect it had on workers as well as the dollars it saved. Many staff members were required to spend two full weeks away from work for the first time since they were hired.

August 25, 1977

MEMORANDUM

TO: Administrators, Clerical and Maintenance Staff
FROM: Dr. George E. Cole
RE: TWO-WEEK SHUTDOWN

I am in the process of preparing a detailed report for the Board of Trustees on the overall effects of our recent two-week down period. I would appreciate it if you would please fill out the questionnaire below and return it to my secretary prior to Friday, September 2, 1977.

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_____ I think a college shutdown for a longer period during the summer would be a good idea.

SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

Signature

DATE August 25, 1977

MEMORANDUM

Dr. Cole

To: Don Foster

Report on Two-Week Shut Down Period

To my knowledge there were no ill affects from this period in the areas I am responsible for. All filmstrips, records, audio-tape, and transparencies appear to be free of damage. I checked on the wall maps and screens in the classrooms used by the Social Sciences and Humanities staff and all seems to be in order. The equipment in the Language Lab is functioning and all of the overhead projectors in the Arts and Sciences classrooms are working properly. The Faculty Office reports that all equipment is working, no ditto or mimeograph masters were melted, and even their candy left out in a dish did not melt or get eaten by mice.

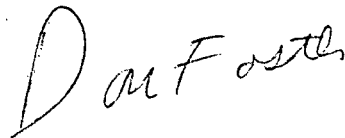
No doubt the cool and cloudy weather kept the temperatures from getting too high this year. However, the Social Sciences and Humanities departments utilize very little in the way of equipment--so no damage is to be expected.

The only possible negative effect of the shut-down period was some loss of Summer School enrollment by starting so early--before some area students returned from other universities. This would be difficult to verify--but could have cost us a few students.

Dean Bunch will provide the report on the Natural Science and Physical Education departments.

sg

cc Dean Bunch



August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

I am in favor of a 2-week shut down if it does not necessitate a 6-week summer-class schedule. In order to realize the full financial savings, we must maintain the largest possible SCIT production. I believe a number of students who would have taken two courses over 8-weeks took only one over the 6-week schedule. In addition, vets received full funding with a 2 S.H. reduction in class load.

Dale Kneuch
Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

I - for one had important dated mail that came in during the period - I did not receive it - I feel if it accomplished the purpose for which it was devised then it serves a purpose. As a person involved in many activities at the school I appreciate the quiet time between S.S. & fall classes to get equipment sorted - stamped - stored. I feel I rushed to do it - & I am still working on it. I could have used the two weeks teaching my class. I feel rushed & felt I may have short changed them - which I hope not - However - we are all flexible - and can adjust to most situations

Signature
Claire Holmberg

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

If the main reason for the shut down was achieved then the shutdown was a success. If the objective was not achieved, then the shutdown was not successful. I certainly enjoyed the extra time with my family. I don't think I could honestly answer any of the above statements!

F. Palumbo

Signature

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

RECEIVED SEP 6 1977
DIXON, ILLINOIS 61021

DATE Sept. 2, 1977

MEMORANDUM

Dr. Cole

TO: Dean Bunch

Report on Two-Week Shut Down Period

An attempt has been made to obtain input from all the Arts and Sciences faculty. I have checked with all the faculty involved with equipment and supplies that would be affected by the temperature and humidity. To my knowledge there were no ill affects resulting from this period of time.

Attached is a memo from Don Foster regarding his areas of responsibility and comments from the Arts and Sciences Faculty.

The following areas of concern should be reviewed by the Administrative Council before a decision is made on Summer School for 1978.

1. The affects of temperature and humidity
2. The affects of summer school enrollment
3. The savings in utilities
4. Increasing summer school enrollment by offering 2 six week sessions in lieu of the 2 week shut down

NB:ejr

ENCS: Memo from D. Foster, Arts & Sciences Faculty comments

LAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 25, 1977

DRANDUM

Dr. Cole

Don Foster

Report on Two-Week Shut Down Period

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Don Foster

August 30, 1977

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

In my opinion what is needed is not
opinion but fact. Up, permost in my mind
is the question: Did the college save money?

Torchi
Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

The major criticism of the students expressed in the Instructional Evaluation of courses Chem 210 and Phys 121 was the six week period was too short a time to cover the course.

As for what I think - immaterial - unimportant - etc. It's the students we should give regard as to what they think.

M. G. Gammey
Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

I was not involved with summer school teaching this year, so I don't have any basis upon which to make a comment.
Also, since I teach mathematics primarily, I don't have to worry about class of equipment like the Science teachers do.
What I'm saying is that I have no feelings either way.

Harmon Tidwell
Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

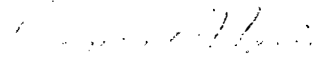
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August 30, 1977

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

Cannot honestly comment, since I was not involved. Did it save money?

Maxim P. [Signature]
Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
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☐ I think a college shutdown for a longer period during the summer would be a good idea.

SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

*NOT WHEN IT CAUSED A SHORTENING OF THE LENGTH OF
SUMMER SCHOOL. ★ IF IT WOULD NOT AFFECT SUMMER SCHOOL IT
WOULD BE OK.*

Dee Bryan

Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

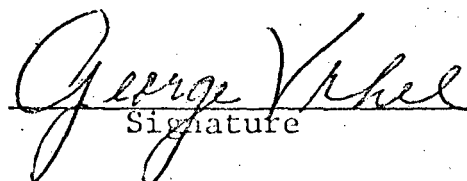
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August 30, 1977

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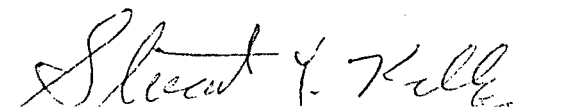
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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

_____ It is difficult to make any
_____ comment with no input regarding
_____ \$ dollars saved.


Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

I don't know how much money was saved by the shutdown. If it doesn't appear that a great deal of problems are created for students or staff by the "closed" term. If a two week shutdown really saves money, I would favor it.

Don R. Payle
Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

_____ I don't have enough information on the results of the shutdown to say whether it was successful or not.

Ed Blatty
Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

I don't think I can make an absolute judgement as to whether the shut down was good or bad - I have no figures as to how much was actually saved - in regards to teaching, I found the condensed 6 week period easier to teach with a nice continuity of material, but many students found it difficult to absorb that quantity of material over the shorter period of time.

I would like the latter comment to be included in Dr. Cole's report (ie that the students felt "overloaded" by much material in a short time period.)

D. Hartson
Signature

August 30, 1977

MEMORANDUM

TO: Arts and Sciences Staff
FROM: Dean Bunch
RE: TWO-WEEK SHUTDOWN

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

- ① It was a very good idea, as predicted, —
great!
 - ② We are very grateful about this
summer because of the amount of work
that it did not do. I think it was quite
a challenge to cover all material in 6 weeks.
 - ③ If the school did not have a shutdown,
I am glad that we have a vacation and have
ample time to prepare for fall after the
re-opening.
- D. Bunch
Signature

August 30, 1977

MEMORANDUM

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SPECIFIC COMMENTS REGARDING RECENT SHUTDOWN:

That is a lot of WHITE ELEPHANT
to keep running - full speed for the handful
of students the college serves during the
summer months.

Kat-Bryn Willyman
Signature

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 7, 1977

MORANDUM

TO: Dr. George E. Cole

FROM: John E. Sagmoe

SUBJECT: STUDENT PERSONNEL PERCEPTIONS TO THE TWO-WEEK DOWN PERIOD

Although there were mixed reactions, it was the general consensus of the Student Personnel department that the college shut-down for the two-week period during the summer was an effort that could be accommodated by the department. The major value of the shut-down would be any savings realized for utilities, salaries, etc., and if savings of this nature were realized, the systems could be implemented by the student personnel offices to meet student needs.

ADVANTAGES:

1. Any economic savings that were realized by the institution.
2. It coordinated a standard vacation time for all 12-month employees and provided a break for this staff between the summer session and the heavy registration period for fall. Thus, when the college was open, it was closer to full staff and full services rather than partial staff on vacation while the other half attempted to provide these services.

DISADVANTAGES:

1. In the Student Personnel areas, the Financial Aids Office experienced the most difficulty in terms of application processing and the ultimate awarding of scholarships, and also the processing of year-end fiscal reports. Although it appears that this could continue to be a problem in the future, it should not be considered an insurmountable one.
2. The auditors' visitation has generally been conducted in the past during this time. This year the auditors appeared on campus during the heavy registration period.

SUMMARY:

Specifically, both the admission function and the counseling function developed systems and time schedules that coordinated with the two-week down period. Although both of these offices experienced some minor problems, they do not report any significant effect on admission and counseling services. The Financial Aid office reported some problems.

Memo To: Dr. George E. Cole
September 7, 1977
Page #2

It is recommended that some consideration be given to the timing and scheduling of the down period on an institution-wide basis.

It is the division's feeling that if the financial and economic savings experienced by the down period are actually realized, those functions and services coordinated through the Student Personnel division can be scheduled, developed and implemented to effectively meet student and institutional needs.

JES/vld

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 2, 1977

MEMORANDUM

Dr. Ronald Williams

TO: ~~James L. Barber~~

Bob Crum

Effects of Summer Shutdown

- A. The shutdown SHOULD NOT in the future require a six-week summer session.
- B. Consideration should be given to having TWO one-week shutdowns.
 - 1. This would allow staff members the opportunity of having two periods of 14 days each summer for vacation
 - 2. It would make for less confusion prior to and after each period because the entire operation would be vacated for shorter periods.
- C. Shutdowns should come after graduation and/or prior to Fall registration.
 - 1. May requires little after graduation
 - 2. August requires little prior to registration
- D. We should not be shut down in July.
 - 1. It interferes with pre-registration
 - 2. It interferes with fiscal year closing
 - 3. It interferes with the close of the eight-week summer session.

mv

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,


DIXON, ILLINOIS 61021

DATE August 30, 1977

MORANDUM

Dr. Cole

DM:

Dr Williams 

Regarding your request for information concerning the two-week shutdown period, I frankly think it was an outstanding idea and that it worked very little hardship on areas in the College.

In my area of supervision, the work accelerated during the two weeks before - moreso than normally during that time. I found that most of the personnel were happy and relaxed as a result of being away from work for two solid weeks. It is difficult for administrators to "walk away" from the campus for any length of time. This was an opportunity for them to be with their families without the worries and pressures when the College is in operation.

I recommend repeating this shutdown next year, however, I do think there are going to be some questions regarding administrative salary incareases and how they relate to this shutdown another year.

lm

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 9-7-77

MEMORANDUM

President Cole

M: Robert Edison



RE: Memo August 23, 1977 relative to equipment.

I put \$1,000 in the budget for equipment for the current year for the business office and the workroom. I have nothing specific in mind in reference to a purchase of equipment for either of these two areas at this time. The amount was placed in the budget inasmuch as we have 11-year old validating equipment, as well as copy machinery, mimeograph equipment, ditto equipment, etc.

The amount placed in the budget was in the event that this equipment, most of which is becoming older, is needed for operations and any single item, or possibly two, could be replaced if a breakdown occurs which would not be worth the repair costs.

RE:fsb

DATE 9-7-77

MEMORANDUM

President Cole

M: Robert Edison

RE: Memo August 23, 1977 relative to equipment.

I placed \$10,000 in the budget for the current year for building equipment which by no means takes into account the equipment which the building staff feels is needed and possibly should be made available.

The college moved into a 12-million dollar facility involving 172 acres without the expenditure of any vast amount of money for equipment of any type. In other states and in other colleges for a facility of this nature an appropriation at somewhere between \$200,000 and \$300,000 from Capital Outlay would have been set aside for building and grounds equipment of all types.

We did expend on the movement into this building approximately \$27,000 for specific equipment and have operated on a budget since that time of approximately \$8400 per year through 1976. The appropriation last year was \$10,000 but with the rejection of the Baler we expended only \$7400.

I have normally utilized the allotment for any given year to buy some needed equipment as it becomes necessary up until January or February of any fiscal year. Thereafter I have attempted to purchase at least one item of major equipment for the buildings and grounds if funds were available, and again this did not happen last year with the rejection of the Baler.

The suggested equipment list, and the approximate prices, for the building is as follows:

- | | |
|--|-----------|
| 1) Lettering Machine of approximately - | \$ 675.00 |
| This item is in process and will eliminate the need for purchasing letters which are now costing approximately 50¢ each on an individual basis, or if ordered in group lots is somewhat cheaper, but many letters are then unused. If an abundance of office changes occur the letters are not reuseable and require an outlay for complete labeling for titles assigned to the offices. | |
| 2) Two (2) 16-inch carpet vacuums which would be utilized to replace 14-inch vacuums which are now 7 years old. | 600.00 |
| 3) One (1) Papoose tank type vacuum which is used for all dusting, vent cleaning, furniture cleaning, etc. | 200.00 |
| 4) Baler-Compactor, previous rejected, with need remaining as previously discussed | 4,200.00 |

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 9-7-77

MORANDUM

President Cole

Page #2

TO: Robert Edison

RE: Memo August 2, 1977 relative to equipment.

- 5) Portable Telescoping Work Platform operated from pressure tanks. A small light-weight unit which could be used on all floors to reach high places and second floor balcony, for light bulbs, etc., and could also be used for outdoor lights. 4,000.00
- 6) Tractor and Rotary Mower, which would be utilized to replace current equipment which is (A) Gang Mower purchased second hand in 1967, (B) International Tractor, purchased as a re-built, second hand unit in 1967 16,000.00
- 7) One-ton stake bed truck, which is used by various people in the organization, and hauling equipment to and from the fairs, etc., as a replacement for the current 1969 Ford Stake Truck. 7,000.00
- 8) 16 HP Wheelhorse which is a small riding tractor utilized in the small areas that the large equipment cannot mow, and where the areas are much too large for utilization of hand mowers. Current mower purchased in 1974 2,000.00
- 9) Vehicle for sealing and protecting parking lots, approx. 7,000.00 for mixing tanks and transportation thereof if purchased as a unit. This vehicle could save us many thousands of dollars during the summer months if we have staff available to seal our own blacktop surfaces and extend the life of these surfaces, which would anticipate our own staff as bulk purchases of sealer from a Rock Falls plant and eliminate any contractual needs for others to seal our surfaces.
- 10) The college has never purchased as a maintenance item any needed woodworking equipment, and has normally gotten by with facilities from other areas. With the current attitude in reference to the utilization of these areas it might become questionable both as to cost and space as to whether or not we could obtain some equipment for the building staff.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 9-7-77

MORANDUM

President Cole

Page #3

TO: Robert Edison

RE: Memo August 23, 1977 relative to equipment.

The foregoing is not necessarily listed in a priority order once we pass the first three items, and I have never encouraged the abundant purchase of other equipment which people might feel are needed but can possibly be sacrificed.

RE:fsb

Encl: Williams Memo of 8-30-77

P.S. Most normal 18-hole golf courses cover approximately 100 acres without planter areas, curbs and gutters, etc.

AUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE August 30, 1977

RANDUM

Ron Schilling

Dr. Williams *plw*

As you know, over the past three years, I have endeavored to get full utilization of all Industrial and Technical Laboratories. During the preceding years we have been able to allow maintenance personnel to utilize these facilities as they wished and at whatever hours they wished.

However, now that we are approaching full academic use of the labs, I have met with Mr. Strickland and we have changed our policy. I am asking that all maintenance personnel be informed of this change as it will be administered by the faculty members in each of the laboratories.

In the future, no individual is to utilize equipment within any of the industrial and technical laboratories, without the specific approval of the faculty member who supervises that lab. Instructors supervising are:

Machine Shop	Jerry Frana
Auto Mechanics	Irv Parke, Robert Logemann
Construction Lab	Robert Smith
Welding Lab	Steve Johnson

Maintenance personnel desiring to use equipment in the labs should first contact the instructor to determine whether the work can be done by the class at an appropriate time. If this is not possible, time may be allotted by the instructor within the normal day or evening hours for the maintenance personnel to do this. However, the instructor has full authority to make a decision allowing or not allowing this work to be done in his lab.

If there is a conflict, I would appreciate this being taken to Mr. Strickland or me. The instructor must be present when work is being done in the lab. This policy takes effect immediately. If you have questions, please see Mr. Strickland or me.

lm

cc: Norman Welch
Dean Edison
James Strickland
Industrial & Technical Faculty

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 6, 1977

MORANDUM

: Dr. George E. Cole

DM: John E. Sagmoe

Attached are the 1977-78 Equipment Requests and explanations for the Learning Resource Center, Academic Skills Center, and the Student Services Division.

You will note that in the Learning Resource Center-Audio Visual, this total figure is approximately \$1,800 less than what appears in the tentative budget.

JES/vld
Enclosures

Learning Resources-Audio Visual
Fall 1977 - Revised Equipment Request for 77-78 Budget

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
Kane Filmstrip, Model 28A56 with remote control	6	\$160.00	\$960.00
1 Movie projector, Model 1580C, Slot load	4	720.00	2880.00
1 Antiglare Overhead projector, Model 213BAA	8	159.00	1272.00
romomega B-XL El-Omegar Enlarger	1	313.00	313.00
ikon Bellows Attachment V	1	132.25	132.25
ony 11" CVM/115 Monitor/receiver	1	315.00	315.00
5" color television set	1	600.00	600.00
television/VTR cart, Wilson SPEC48SE	1	143.00	143.00
25' television cable	3	60.00	180.00
Sony U-Matic VTR	1	1900.00	1900.00
Kodak slide projector	2	300.10	600.20
Wollensak 2520 tape recorder	2	340.00	680.00
rint dryer	1	480.00	480.00
Wall mount screen	2	145.95	291.90
Portable chalkboards	3	79.20	237.60
34" carts	8	74.00	592.00
			<u>\$11,576.95</u>

Explanation Of
1977-78 Learning Resource Center
Equipment Request

1. The Learning Resource Center experienced an increase in the use of filmstrip projectors on a semester loan basis to the Community Service teachers. This year, it is expected that the Community Service area will be needing projectors on semester loan. This takes additional filmstrip projectors out of use for general circulation and the college will need projectors to compensate for this.
2. The college is short on movie projectors for general circulation, in addition to Community Service teachers and teachers of extension courses. The four old manual thread projectors are almost worn out after 12 years of service and need to be replaced.
3. There is a need to replace and update overhead projectors. The college has 22 projectors that are 12 years old and needs to replace these over the next few years. 3M has a new overhead that gets twice the bulb life. With bulb costs being so high (around \$16.00 a bulb) this is an effort to get the most use out of each bulb.
4. There is need for an enlarger for the darkroom.
5. There is an increased amount of slide duplicating for teachers.
6. This monitor is to replace a monitor that is beyond repair. It is used for monitoring TV production during taping.
- 7-8 Need a television and cart to set up a videotape playback unit for general circulation to keep up with teacher demands.
9. Three TV camera cables are needed to replace three old ones that have given an increasing amount of trouble. Have been previously repaired but small breaks in the cables from winding and unwinding during use prohibits future repair.
10. Designed to record live TV off the air with the installation of our new TV antenna. Need a videocassette recorder with channel tuner to set up a recording unit in AV.
11. The slide projectors are needed to keep up with general circulation.
12. The Wollensak tape recorders are classroom size tap recorders needed for general circulation to keep up with demands.

13. This print dryer is for the darkroom.
14. Anticipate needing two more wall screens to go up in new classrooms created on second and third floors.
15. Learning Resource Center has had requests for portable chalkboards for teachers to use in areas where no permanent boards are, such as T2, new classrooms, and in special areas for small groups such as the East Mall & Little Theatre.
16. These carts are for use with the above equipment that has been ordered.

Equipment Request for
1977-78 Budget
Academic Skills Center

	Quantity	Cost	Total
1. IBM Correcting Typewriter	1	\$710.00	\$ 710.00
2. DuKane Cassette A-V Matic	1	310.00	<u>310.00</u>
			\$1,020.00

Justification for 1977-78

1. We are in dire need of a typewriter. For the past year, Karen Pinter has loaned her typewriter to the Center. Her typewriter is not built for the heavy typing activities in the center. We need a good heavy duty typewriter for the many tests, worksheets, exercises, and correspondence of the center.
2. We need a DuKane Cassette A-V Matic for the individualized Adult Basic Education classes. Many materials could be better utilized with such a machine.

Equipment Request for
1977-78 Budget
Student Services Division

	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
1) IBM Correcting Typewriter	1	\$710.00	\$710.00

Justification:

To be used in financial aids office due to expanded financial aid program reports.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 7, 1977

MEMORANDUM

SVC Board of Trustees

J-1

Dr. George E. Cole
President

G. E. C.

RE: AGENDA ITEM #F-1 - REQUESTED DETAILS ON EQUIPMENT
FOR 1977-78 BUDGET

The attached report was prepared at the request of Mrs. Prescott. I have asked each Dean to specify the items contained in their equipment requests. Dean Edison has prepared a summary of the equipment requested by everyone in the budget and each administrator has prepared a detailed report for those items requested from his area of responsibility.

The Deans will be available to answer any specific questions you may have at our Board meeting of September 12.

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RECEIVED AUG 24 1977

RURAL ROUTE ONE,


DIXON, ILLINOIS 61021

DATE 8-24-77

ORANDUM

PRESIDENT COLE

M: ROBERT EDISON



The equipment as listed in the current budget has been requested as follows:

Academic Skills	\$ 1,150
Student Services	700
L.R.C. - A-V	13,411
Dean Willaims' Ofc.	100
ADN	150
Rad. Tech.	1,497
LPN	150
Indus. Tech.	5,854
Agriculture	400
Business Division	1,108
Business Office	1,000
Math-Science	400
Music	945
Building & Grounds	<u>10,000</u>
	<u>\$36,865</u>

RE:fsb

SAUK VALLEY COLLEGE

RECEIVED SEP 1 1977

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE Sept. 1, 1977

MEMORANDUM

Dr. Cole
Don Foster

TO: Dean Bunch *DB*

RE: Documentation for Equipment Requests

NATURAL SCIENCE DEPARTMENT

1 Heart Model - external and internal	\$121.00
1 5-part Eyeball	80.00
1 8-part Ear	175.00
	<hr/> 376.00
Less 50% DVTE	- 188.00
Total	<hr/> \$188.00

The above equipment is needed for the Anatomy and Physiology laboratories. Increased enrollments in the Health Technologies places a greater demand upon equipment use. The Biology Department is serving approximately 100 students each semester in the ADN, MLT, PN, and Radiological Technical programs.

MUSIC DEPARTMENT

3 Music Storage Cabinets	\$945.00
--------------------------	----------

The present cabinets were purchased ten years ago. Since that time no additional cabinets have been purchased for vocal music for proper filing. Such music has haphazardly been stacked on open shelves which has resulted in pilfering by in-and-out students, and subjected to considerable wear and tear. The cost of this music is increasing annually; therefore, an effort must be made to retain as much of the purchased music as possible.

NB:ejr

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 7, 1977

MORANDUM

Dr. Cole

DM: Dr. Williams *RLW*

As per your request, relating back to questions from Board Members concerning equipment, I have just completed a review of our equipment request with all of our staff.

Attached is specific items of request, with action taken on some items.

It is important to point out that all of our budgeting in the Career area is done on a Program Budget procedure, essentially based upon the amount of credit hours actually produced in a particular department or program area. These credit hours then, are used to justify increases or decreases within all departmental request items, such as supplies, equipment, contractual and travel.

In 1976-77 the Board approved \$21,548.00 for equipment for the Career area. I am currently requesting, for the 1977-78 year, \$7,768.56. This is approximately a 64% decrease in request.

Following your request, I met with the staff of the departments and reviewed the items currently in the budget, tentatively approved by the Board of Trustees for 1977-78. After these discussions, I was able to decrease the request by 17%, or \$1,481.44, to my present request.

We have, also, reimbursement coming from the State of Illinois and that is as follows:

1977-78 Equipment Request	\$ 7,768.56
DVTE Reimbursement(based upon 6726.92)	- 3,363.46
	<hr/>
	\$3,405.10

\$3,405.10

Actual SVC Outlay

I will be available with back-up data to answer any questions raised.

lm

1977-78 EQUIPMENT REQUEST
APPROVED BY THE DEAN OF CAREER EDUCATION

Dean of Career Education Department

This item is simply to hold an amount of funds in the account.
There is no specific item needed at this time.----- \$ 100.00 Approved

AD Nursing - LP Nursing Departments

This request was approved previously and involved the purchase of a magnetic schedule board. The purpose was to visibly schedule all clinical assignments. However, after discussion with the staff this week, we have decided to delay this request until 1978-79----- \$ 300.00 Withdrawn

Business Department

The course SEC 219 Business Machines involves the use of all commonly used business machines, among which is the Electronic Calculator. The move is away from rotary calculators and into electronic. We now have 6 equivalent electronic calculators. This semester we have 28 students enrolled in the machines course. We, therefore, need this equipment to meet the educational needs of existing students. (This purchase has already been made of necessity, with student needs). ----- \$1108.00 Approved

Agriculture Department

A complete Tool Chest, 192 pieces - including 6-drawer chest. This request revolves around the few agriculture mechanics courses we offer, for example- Ag Hydraulics. At present, students are unable to perform many of the tasks due to hand tools not being available.----- \$ 400.00 Approved

Radiologic Technology Department

Although the Department request was \$2872, I have approved \$1497.
The approved items included the following:

A- 1 - Lower Torso Phantom	\$950
B- 1 - Head Holder	250
C- 4 - Individual Protective Screening	200
D- 4 - Lead Sheeting	52
E- 1 - Protective Shielding Rack	45

These items revolve around making our existing X-ray Lab functional and meeting State Safety Regulations regarding radiation. (Items A,B,D,E, have already been purchased due to need of existing classes, HEA 197, 194 and 294).----- \$1497.00 Approved

Industrial and Technical Department

Although the Department's initial request was \$6336, I approved \$4663.56

Items approved are as follows:

Construction Program

1 - Concrete Test Kit.

This piece of equipment is for a new Course: CON 249 Concrete Technology. The course currently has an enrollment of 26 students and is very popular. At the present time, we have no test equipment for concrete. (Due to immediate need, this equipment has been ordered).-----

\$1338.00 Approved

1 - Lion Trimmer	<u>\$145.50</u>
1 - Router (replacement)	<u>80.00</u>
1 - Panel Saw	<u>50.00</u>
2 - Orbital Sander	<u>75.00</u>
1 - Belt Sander	<u>94.00</u>
1 - 3/8" Electric Drill	<u>65.00</u>

These pieces of equipment are required for the present enrollment in construction classes. Our enrollment has been high in these courses and present equipment is insufficient.

Each item is related directly to units of instruction.----- \$ 509.00 Approved

Machine Tool

1 - Die Set Complete

The die set is used in our Machine Tool class: IND 125 Machining and Manufacturing. Present enrollment is 28 students. The machine tool area will be increasing with additional courses to be scheduled, resulting from the employment of our new full-time instructor, Mr. Jerry Frana.-----

150.00 Approved

Electronics

A request for \$985 was approved, however, our decision regarding staff employed this year has resulted in our deleting this request for 1977-78---

985.00 Withdrawn

Heating and Air Conditioning

Items include:

1 - 3/8" Drill	<u>95.00</u>
1 - WEN Soldering Gun	<u>15.92</u>
1 - Tecumseh Replacement Compressor	<u>\$180.64</u>

The first two items are tools used in the class by students and the third item is a replacement compressor for the air conditioning unit which students had assembled from donations. To make the unit serviceable, a new compressor is necessary.-----

\$ 291.56 Approved

(This order will be delayed until second semester)

Automotive

Requested items are as follows:

2 - Mag Wheel Alignment Fixtures

The mag wheel alignment fixtures are an addition to the bear wheel alignment fixtures presently in the lot. Our present equipment is out-of-date compared to that which students would use, working in industry.-----

100.00 Approved

Welding

Requested items are as follows:

Item #1 - Sander Grinder (2)	\$ <u>400.00</u>	
Item #2 - 250 AMP AC/DC Power Source (2)	<u>1000.00</u>	
Item #3 - Craftsman Grinder Base	<u>195.00</u>	
Item #4 - Hossfeld Iron Bender	<u>370.00</u>	
Item #5 - Milwaukee Nibbler	<u>310.00</u>	--\$2275.00 Approved

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 12, 1977

MEMORANDUM

TO: President Cole

FROM: Harriet Hastings, Registrar

#B-2

ENROLLMENT REPORT

	Students	Hours
9-8-76	2876	24775
9-12-77	<u>3170</u>	<u>23766</u>
	+ 294	- 999

Students: Up - 10.2% over last year

Credit Hours: Down - 4% below last year